

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive knowledge of peace officer duties and responsibilities of Division of Juvenile Justice employees as defined in the Penal Code to effectively accomplish the mission of the Division of Juvenile Justice.
K2.	Comprehensive knowledge of the principles, techniques, trends in rehabilitation, parole and social casework to effectively accomplish the mission of the Division of Juvenile Justice.
K3.	Extensive knowledge of the methods used and problems involved in the supervision and rehabilitation of youthful offenders/parolees to effectively accomplish the mission of the Division of Juvenile Justice.
K4.	General knowledge of the causes, extent, and treatment of juvenile delinquency to effectively accomplish the mission of the Division of Juvenile Justice.
K5.	Extensive knowledge of the organization, and functions of the Board of Parole Hearings (BPH) / Youth Authority Board (YAB) / Youth Authority Administrative Committee (YAAC) to effectively accomplish the mission of the Division of Juvenile Justice.
K6.	General knowledge of the laws pertaining to youthful offenders/parolees to effectively accomplish the mission of the Division of Juvenile Justice.
K7.	General knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to youthful offender/parolees to assist in their successful integration into the community.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
K8.	General knowledge of court decisions affecting the rights of youthful offenders/parolees to effectively accomplish the mission of the Division of Juvenile Justice.
K9.	General knowledge of placement, probation, and parole services of youthful offenders/parolees to effectively accomplish the mission of the Division of Juvenile Justice.
K10.	Basic knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of youthful offenders/parolees in order to effectively accomplish the mission of the Division of Juvenile Justice.
K11.	General knowledge of vocational and education opportunities in order to assist youthful offenders/parolees in their successful integration into the community.
K12.	General knowledge of the functions and procedures of Federal, State, county, and municipal law enforcement agencies in order to effectively accomplish the mission of the Division of Juvenile Justice.
K13.	General knowledge of the principles and methods of conducting investigations as it relates to parolees to effectively accomplish the mission of the Division of Juvenile Parole Operations.
K14.	General knowledge of laws of arrest, rules of evidence and court procedures required to effectively address/manage violations and conditions of parole.
K15.	General knowledge of the functions and procedures of Interstate Compact Parole in order to effectively accomplish the mission of the Division of Juvenile Justice.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Skill to:
S1.	Analyze situations accurately in order to determine and adopt an effective course of action.
S2.	Prepare/review case reports (e.g., board reports, violation reports, parole reports, placement plans, etc.) in order to document critical data/information for litigation/violations, communication, program status, etc.
S3.	Effectively communicate, verbally and in writing, in order to provide information and direction to meet the department's mission, values, and goals to promote collaborative partnerships, enhance morale and productivity.
S4.	Use and operate computerized equipment to create documents, query, input, retrieve and update database information to monitor, track and supervise youthful offender/parolee caseload.
S5.	Relate to youths in order to gain the interest, respect, and cooperation of youthful offenders/parolees in order to successfully reintegrate back into the community and ensure public safety.
S6.	Secure the cooperation of individuals and stakeholders interested in programming, placement and parole expectations in order to develop effective community based transitional programs and services.
S7.	Establish and maintain effective working relationships in order to provide information and direction to meet the department's mission, values, and goals to promote collaborative partnerships and enhance morale and productivity.

Bold text- indicates not on Classification Spec.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
S8.	Effectively manage timelines and meet mandated timelines in order to meet the policy and laws of the Division of Juvenile Justice.
S9.	Effectively train Youth Correctional Counselors in casework expectations in order to meet the policy and laws of the Division of Juvenile Justice.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
Special Personal Characteristics:	
SPC1.	Demonstrated interest and respect for the dignity of individuals in order to effectively accomplish the mission of the Division of Juvenile Justice.
SPC2.	Demonstrated concern for youths and the rehabilitation of youthful offenders/parolees in order to effectively accomplish the mission of the Division of Juvenile Justice.
SPC3.	Ability to gain the respect and confidence of community agencies, law enforcement personnel, youthful offenders/parolees and their relatives and friends to meet the mission of the Division of Juvenile Justice.
SPC4.	Acceptance of the various racial, ethnic, and cultural differences to effectively accomplish the mission of the Division of Juvenile Justice.
SPC5.	Adaptability and tact in order to communicate effectively with individuals of diverse cultural backgrounds, various professions, and personalities.
SPC6.	Emotional stability and maturity in order to think/respond effectively during high stress situations.
SPC7.	Reliability to effectively accomplish the mission of the Division of Juvenile Justice.
SPC8.	Neat/Professional appearance when representing the Division of Juvenile Justice and performing the duties as a Parole Agent I, Youth Authority.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
---	---------------------------

Special Physical Characteristics:	
SPHYC1.	Good health, sound physical condition, strength, endurance, and agility necessary to effectively perform the essential duties of a Parole Agent I, Youth Authority.
SPHYC2.	Freedom from any physical, mental, or emotional condition that would interfere with the full performance of the essential duties of a Parole Agent I, Youth Authority.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Willingness to:
WC1.	Willingness to travel.
WC2.	Willingness to work irregular hours.
WC3.	Willingness to respond to emergencies.
WC4.	Willingness to work with youthful offenders/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.
WC5.	Willingness to work with youthful offenders/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.
WC6.	Willingness to treat youthful offenders/parolees in a professional, ethical, and tactful manner.
WC7.	Willingness to have and maintain a valid first aid and Cardio-Pulmonary Resuscitation (CPR) certificate.
WC8.	Willingness to abide by and adhere to safety policies and provisions (e.g., carry weapon, wear personal alarm, etc.) applicable to specific work assignments.
WC9.	Willingness to wear protective clothing and apparatus as required.
WC10.	Willingness to comply with annual tuberculosis screening requirements.
WC11.	Willingness to abide by and adhere to the institutional and field dress code.

EDITED KSA LISTING

CLASS: PAROLE AGENT I, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
WC12.	Willingness to comply with mandated departmental training requirements.
WC13.	Willingness to report dangerous situations/contraband to supervisors and/or custody staff.
WC14.	Willingness to work in a juvenile justice facility at various custody/security levels.
WC15.	Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.).
WC16.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.
WC17.	Willingness to report unethical and/or illegal behavior on the part of departmental staff.
WC18.	Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.
WC19.	Willingness to work professionally with individuals from a wide range of cultural backgrounds.
WC20.	Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job.
WC21.	Willingness to have and maintain a valid California driver's license appropriate to the type of vehicle your work duties require you to drive.